

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Louis Taylor, PE			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS "As needed" construction inspection and testing services for the Bay City TSC 2009 construction program				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/1/08 THROUGH 12/31/08

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL DUE DATE 12/2/08	TIME DUE 1:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Louis Taylor, PE, Delivery Engineer
MDOT - Bay City TSC
2590 Wilder Road
Bay City, MI 48706

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
“AS-NEEDED” CONSTRUCTION SERVICES
Inspection and Testing**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION(S): Arenac, Bay, Saginaw Counties

DESCRIPTION OF WORK:

Provide inspection and testing services as needed for road and bridge construction work which may include performing inspection and testing services during construction and related work to close project out (“finaling”) after construction. The inspectors shall work under the direction of the Project Engineer Manager. Inspection and testing will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

This solicitation may result in selection of inspection and testing services of one firm.

See **Attachment A** for the list of 2009 construction projects in the Bay City TSC area that will require “as-needed” inspection and testing. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

ANTICIPATED START DATE: March 1, 2009

ANTICIPATED COMPLETION DATE: December 31, 2009

PRIMARY PREQUALIFICATION CLASSIFICATION:

Aggregate Testing
Bituminous Pavement Inspection
Density Inspection & Testing
Portland Cement Concrete Inspection & Testing

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Louis J. Taylor, P.E.
Bay City Transportation Service Center (TSC)
2590 East Wilder Road
Bay City, MI 48706
Phone (989) 671-1555
Fax (989) 671-1530
Email: taylorl7@michigan.gov

CONSULTANT RESPONSIBILITIES:

This Scope of Services consists of performing to the satisfaction of the Department all inspection, testing and lab services necessary to complete the construction contracts, in accordance with MDOT specifications, publications, and accepted practices.

The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.

The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; the Density Control Handbook; the Materials Quality Assurance Procedures Manual and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.

The inspectors and lab personnel shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Consultant vehicles in a construction zone shall be equipped with a yellow beacon light and conspicuity tape.

Provide full time experienced inspection, testing and lab services as needed on various projects and perform inspection, testing and lab services under the direction of the Project Engineer Manager. The inspectors and lab personnel assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

Provide, to the satisfaction of the Department, inspection, testing and lab services required for, but not limited to, bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, rubblizing, ditching, undercutting, Hot Mix Asphalt Stabilized Crack Relief Layer, and earthwork. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans,

proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

The inspectors and lab personnel will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

The inspectors and lab personnel will accurately report, measure, compute, and document all quantities of items of work and all inspection and or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy, MIOSHA regulations and accepted safety practices.

The inspectors and lab personnel shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials furnished to the Consultant by the Project Engineer Manager.

The Consultant shall be responsible for any errors that occur on the project due to an inspection, testing or lab error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.

The Consultant shall provide the inspectors with lap top computers (or equivalent) with Filed Manager and/or Field Book software and produce all daily inspection reports in this

format. The inspectors shall deliver all inspection reports to the Project Engineer Manager's office daily. Once a project begins, daily inspection reports shall be written and turned in for every day of construction contract time.

The Consultant shall provide the inspectors with digital cameras to document field conditions as needed.

The inspectors shall have passed the Michigan Department of Environmental Quality's certification for Part 31 of Act 451 storm water operator as well as Part 91 of Act 451 for soil erosion and sedimentation control (SESC).

The Consultant shall obligate one inspector dedicated to complete SESC inspections. This obligated inspector must demonstrate knowledge and performance in compliance with SESC practices and MDOT's standard construction practices. This inspector will perform weekly SESC inspections using MDOT form 1126 for all identified construction projects. A copy of the inspection report must be sent to the Project Engineer Manager by the end of the day the inspection was made. In the event of a non-compliance discovery, the problem will immediately be communicated to the Project Engineer Manager. The inspector will schedule and perform follow-up inspections as necessary until the problem is corrected.

For Environmental Issues the Consultant Shall:

1. **Soil Erosion and Sedimentation Control:** Have a thorough working knowledge of the Department's SESC Manual and other contract documents regarding soil erosion and sedimentation control. Assign personnel that possess a current SESC training certificate and NPDES construction stormwater operator certification to perform inspection on areas where soil erosion and sedimentation controls are needed. Ensure that a person in possession of a current SESC training certificate is onsite at all times during normal working hours and available to meet with MDEQ personnel who may visit the site. Request that the MDEQ personnel provide a copy of any inspection report that may be generated as a result of the visit to the Project Manager.
2. Perform inspection of the construction site to assure that specified soil erosion and sedimentation controls are installed correctly, performing as intended, and maintained daily. Provide recommendations to the Project Manager for modification of the control measures shown on the plans as may be required to improve their effectiveness. Immediately report to the Project Manager any deficiencies in the soil erosion and sedimentation control measures or non-compliance by the Contractor with the specifications governing soil erosion and sedimentation control. If corrective action is necessary, document the action and the required timeframe for completion. Follow up to document that the action is completed within the statutory and/or MDOT-specified timeframes. Report the Contractor's failure to complete the corrective actions within the required timeframe to the Project Manager.

3. **Storm Water Management:** Have a thorough working knowledge of the Department's Storm Water Management Plan. Perform inspection of the construction site to ensure that the Contractor's operation is following pollution prevention and good housekeeping best management practices conforming to the Department's Storm Water Management Plan. Notify the Project Manager immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts, and enclosed storm sewers.
4. **Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued to MDOT by the MDEQ Land & Water Management Division, US Corp of Engineers, or other permitting agency. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the Project Manager any potential for or occurrence of violation of these permits. Fully document all site conditions and actions taken regarding potential or actual violations of the permit requirements.
5. **Other Environmental Issues:** Have a thorough working knowledge of the Department's specifications regarding bridge painting, diamond grinding, hydrodemolition, and hazardous materials. Ensure that the Contractor complies with these specifications, and maintain proper documentation.
6. **Inspection Reports:** Complete inspection reports, including but not limited to, Inspector's Daily Report (Form 1122) and NPDES/SESC Inspection Report (Form 1126), as necessary to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.

The Consultant may be requested to obligate one inspector dedicated to completing wage rate interviews on identified construction projects.

The inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.

The inspectors shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.

In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection.

The bridge inspector(s) shall be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. The road inspector(s) shall have completed

MDOT's Inspection School, or display a proficiency in MDOT practices through equivalent relevant experience.

The inspector(s) performing bituminous plant inspection shall be Michigan Bituminous Qualified QC/QA Technician(s).

Provide full time experienced lab testing services as needed and perform lab testing services under the direction of the Project Engineer Manager. The lab personnel assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

Sampling frequencies for lab testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

The Consultant shall obligate one lab person dedicated to be the lead person for lab testing and sampling. This person will perform daily coordination with MDOT's personnel to identify and prioritize needs.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The lab personnel supplied by the Consultant must be certified in Aggregate, Concrete Level I and Density Control. Failure to supply certified staff at all times could result in termination of contract unless approval is given by the Project Engineer Manager.

Lab personnel shall deliver samples to Lansing as necessary.

Lab personnel will monitor the deliveries and usage of aggregates at local shipping docks for sampling and testing purposes.

Lab personnel will input test results into MDOT's Materials Testing System as necessary.

All testing results shall go through Project Engineer Manager.

MDOT RESPONSIBILITIES:

The Project Engineer Manager shall determine if an error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

The Project Engineer Manager shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.

ATTACHMENT A

1. 06111-100042A
Scope of Work: Native landscape planting and seeding on I-75 southbound at the Alger Rest Area, Arenac County.
2. 06999-103412A
Scope of Work: 0.8 mi of trenching and paving hot mix asphalt shoulders, concrete sidewalk, pavement markings, signing, and plantings on Main Street from Allen Court northerly to Park Street in the city of AuGres, Arenac County.
3. 09021-103235A
Scope of Work: Single chip sealing and overband crack filling on M-61, Arenac County.
4. 09035-88821A
Scope of Work: Deck patching, painting and approach work on I-75 over Kawkawlin River, Bay County.
5. 09042-75294A
Scope of Work: 0.9 mi of concrete reconstruction, storm and sanitary sewer, watermain, streetscaping, decorative lighting, and landscaping on M-25 (Center Avenue) from Johnson Street easterly to Livingston Avenue in the city of Bay City, Bay County.
6. 09101-102025A
Scope of Work: Structural steel beam repairs and maintaining traffic at three structures on US-10 southbound over H. & E. Railroad, on M-25 over Sebewaing River and on King Road over I-75, Bay, Huron and Saginaw Counties.
7. 73051-89371A
Scope of Work: Streetscape enhancements including street lighting, landscaping, signal upgrades and sidewalk improvements, City of Saginaw, Saginaw County.
8. 73101-84019A
Scope of Work: Concrete pavement patches, approach work , guardrail, HMA shoulders, rehabilitation of 15 bridges, deck replacement of 8 bridges, replacement of one pedestrian bridge and removal of one pedestrian bridge, Saginaw County.
9. 73999-101875A
Scope of Work: Rehabilitation of a two span historic truss, substructure replacement and 1500 feet of HMA patch, Bridgeport, Saginaw County.